

22 December 1966

MEMORANDUM FOR: Chief, FDD/CR

SUBJECT : Consolidated Translation Survey

REFERENCE : CFSTI Proposal to Merge CTS and TT, dated
2 November 66, and all following memoranda,
same subject

1. The enclosed data and comments are assembled for you
as the result of a suggestion stemming from a meeting of []
[] with [] 9 December 1966, on the
referenced proposal.

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2. Referenced documentation in the "background" presenta-
tion seems to be all that is readily available to us.

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Chief, Support Branch

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FDD/BS: []

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THE CONSOLIDATED TRANSLATION SURVEY
vs. Other Such Services in Relation
to CIA and the USIB Requirements

1. History or Background of the CTS, SLA and TT

The beginning of planning for central coordination of government translation efforts appears to have developed from "The Symposium on Translations" of the Special Committee on Technical Translations of the Research and Development Board, held 10 February 1949 in the National Defense Building. Mr. J. J. Bagnall, then Chief, Foreign Documents Division, represented CIA.

On 16 March 1949, Rear Adm. R. H. Hillenkoetter, DCI, addressed a memorandum for the Standing Committee of the IAC, referring to a 3 September 1948 memorandum concerning "Central Translation of Intelligence Material," and to an OO/CIA memorandum of 7 March 1949, subject "Central Service and Coordination of Translation." The latter concluded:

"5. Having determined that a Central Translation Bureau is not desirable, it is recommended that the Committee approve the following:

"a. Maintenance of individual agency translation sections.

"b. Coordination by CIA of translation work accomplished by such sections.

"c. Establishment of a new committee, to be designated the 'Committee on Exploitation of Foreign Language Documents,' to study . . ."

The Admiral suggested that the Ad Hoc Committee approve recommendations "somewhat like" the above.

A 25 April 1949 memorandum for the DCI from Major General A. R. Bolling, DDI, Department of the Army, spoke for the Director of Intelligence, GSUSA, Director of Intelligence, USAF, and Director of Naval Intelligence, as having agreed that the functions proposed for CIA would include:

"a. Coordination of translation effort by master index.

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"b. Translation of intelligence material of recognized joint interest.

"c. Translation of other material upon request."

A 27 June 1949 memorandum to the Ad Hoc Committee on Exploitation of Foreign Documents, prepared by T. M. Nordbeck, Department of State, and [redacted] FDD/CIA, referred to minutes of their subcommittee meeting on coordination of translation. A four-page presentation recommended in part that FDD/CIA "undertake to establish and maintain a record showing translations completed or in progress by all IAC agencies." This paper included conditions for implementing FDD service and cooperation of the IAC agencies.

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The next record available in my files is a memorandum, dated 28 October 1949, from George G. Carey, AD/O, to AD/CD, and Chief, Management Staff, proposing that FDD "publish and disseminate to the IAC Agencies a regular monthly "Consolidated Translation Survey" and citing the need for such publication expressed by the IAC "as medium for the prevention of duplication of effort." Concurrences were signed on 2 and 3 November 1949, respectively by J. M. Andrews and [redacted]

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Actually, the first CTS Listing was published [redacted] on 18 October 1949. The first CTS bearing a CTS, FDD/CIA, cover was published 23 November 1949 "For the Month of October." Classification was "SECRET."

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[redacted] "Translation Service" directed in para. 5.E. "The Foreign Documents Division shall maintain a central index file of all known translations in process or completed by each of the agencies represented in the IAC and shall issue a monthly summary of current additions to this file . . ." It also directed other CIA offices to notify FDD of projects involving translation.

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The actual start of the CTS operation in 1949 was preceded by more than a year of liaison activity with Army, Navy, State and other known or suspected government components doing translation work. A modest file of FDD translation references had been accumulated with some contributions from the defense services included.

From 1949 to 1952 the CTS operation was on a part-time "attendant duty" and split responsibility basis between the Record Section (file maintenance) and Composition Section (monthly publication). A T/O increase in '52 provided four slots to allow for setting up the service on a full-time basis. This T/O was subsequently increased to 10 positions.

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The Special Libraries Association set up its Translation Center at John Crerar Library, Chicago, about 1953, and eventually included the translation index abandoned by the Southwest Research Institute and in 1957, the Library of Congress index. We had previously obtained copies of the SWRI index and incorporated the items in our files. The SLA service was small in scope but plans for expansion had been developed in 1958 when it was pressed into its current cooperative agreement with the CFSTI (then OTS) and discontinued its publication in favor of Technical Translations.

The technical translations index and publication of the Office of Technical Services, Department of Commerce, were started early in 1958. For six months or more the FDD/CTS contributed card copies and listings from its current operation but indications were that these contributions were not used.

CTS received both the SLA Translation Monthly and the OTS Technical Translations but in each case found that only a comparative few items listed had not already been previously in the CTS. These findings continue today with TT listing some items (even JPRS translations) as much as eight months after CTS publication.

In 1958, National Science Foundation requested CTS support in screening translation submittals for the PL 480 program. The initial screening of about 900 book titles prevented translation of 50 that were already available. The screening of PL 480 proposals still continues, 463 referrals in FY 66 resulted in 45 "saves."

The NSCID-2 of 20 May 1958 reemphasized FDD's mission including "the coordination of foreign language exploitation." Also in 1958, the Subcommittee on Exploitation of Foreign Language Publications considered the proposal that the CTS scientific and technical reporting be abandoned in favor of the OTS Technical Translations. This was voted down, the consensus being that TT was not current and its reference service was unsatisfactory.

By 1952 the CTS files cross-referenced about 34,000 translations. As of 30 June 1966, the index embraced about 370,000 items, cross-indexed in files totaling about 1.5 million cards.

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Staffing of the CTS

As noted above, the CTS was operated more or less as an attendant duty for three years. A T/O allowance of four formalized it as a unit and subsequently as the contributed listings increased, the index expanded, the publication grew in size, and reference service (file-search) requests became more numerous the T/O eventually was increased to 10.

The only reduction in T/O came in 1964, with the general personnel cut in the Agency, when three positions were lopped off leaving our current T/O at seven. This required our discontinuance of the "subject file" and a curtailment of "subject survey" service. We still continue to provide survey service for urgent requesters with an "as possible" understanding. (In FY 66 we completed 31 with a total retrieval of 3629 relevant references.)

Our reference service and publication has been continued. In the interest of economy, however, we ceased publication of the SECRET/NO FORN DISSEM, issuing the FOUO edition monthly and the CONFIDENTIAL listing bimonthly.

Through the years we have repeatedly studied the feasibility of automating the CTS. We have hopefully looked toward Project CHIVE as the possible answer. To date we have found no system developed to the state which would provide reference and retrieval economically. Apparently this is also the experience of CFSTI. The CFSTI has obviously had difficulty in keeping up with the publication schedule for TT, even with a T/O at least twice that of the CTS (CFSTI has been quite vague concerning this T/O). TT has so drastically curtailed its reference service and so discouraged requesters for such service that its reference activity is now virtually nonexistent by their own admission.

CTS Service

According to our observation CTS listings are, on the whole, months in advance of TT, even though our publication is monthly and CFSTI's is semi-monthly. Similarly, CTS antiduplication checks, performed on a priority schedule, are accomplished as speedily as our limited personnel and manual file search permit.

Reference to the CTS index, from telephone, mail, and wire inquiries, and translation requirements received prevented 156,772 pages of duplication in FY 66. Of these, 69,635 pages were attributable to CIA components. Taking a modest round-figure cost of translation at five dollars (\$5) per page, total savings to government agencies exceeded \$780,000, and to CIA alone over \$348,000. From this we can subtract the T/O cost of about \$39,000.

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A rough average of inquiries serviced, varying somewhat from month to month, shows about 29 percent from CIA, exclusive of formal translation service requirements; 48 percent from other USIB components, and 23 percent from other government and nongovernment organizations. Non-government inquiries are most sporadic and not numerous.

The CTS is Unique

The CTS operation is an in-house facility readily available to the Division which no doubt features as the largest translation activity in the United States. It has allowed us to speedily check requirements received for FDD and JPRS translation to prevent duplication of effort and, as noted above, saving thousands of dollars which might have been expended for information already available and locateable in English.

This immediate reference service has allowed us to expedite processing of requirements and provide most expeditious service to requesters. Our replies to other inquiries also have, where the translations were in existence, cancelled the need for requests for translation service and directed requesters toward speedy acquisition of the desired information from the appropriate repositories.

It is also quite conceivable that the published listings have prevented requests for translations when users of the publication have found the items to their interest among the listings. At any rate, indications from users of the CTS are to the effect that the publication is an invaluable tool for their research needs. Conversely, the TT has been criticized as being too untimely.

I do not think that it can be argued that CIA is the largest source of input for listing and indexing translations.

A comparison with the TT effort has shown that CIA/CTS is the faster processor of information on proposed (in process) and completed translations.

It also follows that the published CTS is the most timely announcement of translations completed and in process.

Discontinuance of CTS?

The results of outright abolishment of the CTS I believe are obvious. Without this operation FDD/JPRS would face the hazard of duplicating translation work at great expense at a time when our funds have been reduced and perhaps face further cuts. Only last month an OSI requirement

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involving 26,960 pages of Chinese periodicals, dating back to 1950, was canceled when CTS reference revealed the material already available in English.

Under conditions of the proposed joint JPRS/CFSTI operation I believe we would suffer disruption of the CTS operation at a time, and for perhaps as long as a year, when it can be ill afforded.

I believe that the joint operation would be difficult to manage, involving two areas of management and a preponderance of personnel from CFSTI that we have had no opportunity to evaluate except from evidence of their ineffective performance to date.

Operationally, it would be removing this facility from the immediate access of its prime user, Foreign Documents Division, and slow our processing of requirements and inquiries through use of a twice-a-day courier and overloaded telephone service.

The affiliation of what would be the "former" CTS with the Technical Translations operation would discourage many of our present users and would bring discredit to the Agency for discontinuance of the CTS in favor of the currently unsatisfactory TT.

Most important, I believe, in considering this merger or joint, cooperative operation is to reflect on the Commerce/SLA affiliation set up eight years ago and which Commerce now plans to discontinue. Could CIA expect a similar abrogation of agreement if we accept this proposal?

Alternatives and Effects

1. My proposal to continue the CTS index operation for input and reference only would, as noted in my 2 December 1966 memorandum, result in saving of three positions and \$15,000 per year for the Agency while providing TT/CFSTI with the material for semi-monthly publication of the TT journal. What effect noncooperation with TT would have on their continued publication of listings is problematical. The question of discontinuance of CTS issuance could be determined by surveying the Agency and Community as was recently done for other FDD publications.

2. Discontinuance of indexing scientific and technical translations by the CTS would allow for a 3 to 4 position reduction but would result in a 60 percent decrease in our antiduplication effectiveness. It should also be noted that our coverage of the cover-to-cover translations of journals (largely scientific/technical) has met with approval on the part of users of the CTS, as has our index of authors.

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3. Abandonment of the CTS and placing ourselves and the Community in the position of requiring the services of TT or SLA, which ever survives, could result in:

- a. Direct charges for all services and publications; or
- b. Request for grant in aid to fund the operation, in exchange for services;
- c. A requirement for cooperation on our part, with personnel required, to provide listings of our translations to the index;
- d. A slow-down in processing our requirements and replies to our inquiries, because of remoteness and lack of specific orientation for our needs.

Conclusions

1. Merger of the CTS with CFSTI/TT poses elements of uncertainty and risk for CIA:

- a. Permanency of the joint operation in view of the CFSTI history and CFSTI relations with SLA;
- b. Problems of joint operation and management;
- c. Possibility of decrease and delay in service;
- d. Anticipated savings would be offset by lack of service.

2. Abolishment of CTS for the speculative savings would require dependency on some other such service, or great loss through duplication of unnecessary translation.

3. Dependency for antiduplication checks by another service would not only be delaying and cumbersome but would also require our cooperation for input and probably require our financial aid in exchange for such service.

4. Discontinuance of the CTS would end the accumulation of references to translated information in a central file for eventual incorporation in an automated all-source reference system.

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Recommendations

1. Joint operation with CFSTI presents too many risks for CIA, and therefore we should discontinue negotiations on this proposal.
2. The past and current operation of the CTS has proven of great value, and therefore it should be continued in some form, to be determined by survey of CIA and USIB users.
3. Conceivably, automation of the CTS in conjunction with other information storage and retrieval activities could result in more efficient and economical operation, and therefore study should be resumed and emphasized toward this end.
4. Savings of about \$18,000 per year for publication, and \$15,000 per year in reduced personnel could be realized in curtailment, ~~but~~ continuance of the CTS service, and, therefore, if such savings are important, this alternative should be considered.

Chief, Foreign Documents Division

2 December 1966

Chief, Support Branch

Alternative Plan for CTS/TT Joint Operation

REF : My Memorandum to D/CR, dated 25 November 1966, subject
"Proposed Transferral of Consolidated Translation Survey..."

1. At suggestion I am submitting this as an expansion of paragraph 6., reference memorandum.
2. The alternative plan, in my judgement, has several features more favorable to CIA than the Fry proposal and subsequent draft "Agreement".
 - a. Fiscal savings would be at least the same or slightly more than promised by the proposal.
 - b. Personnel savings would be greater overall.
 - c. No additional space, furniture and equipment are required.
 - d. Our index remains intact and operational without need for purging, shipment and merging.
 - e. Operation with mixed personnel (CIA and CFSTI) groups is not required.
 - f. We can overtly continue to carry out our responsibility to the USIB, while CFSTI can fulfill its mission of announcing translations on a timely basis.
3. Briefly, under my plan, we would maintain the files, reference service, and "feed" TT listings to CFSTI semimonthly for its publication. We would do this by reducing CTS personnel from seven to four and streamlining the work-flow procedures.

4. Details are appended as follows:

Tab A - Personnel/Fiscal

Tab B - Operating Conditions

Tab C - Work-Flow

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TAB A

PERSONNEL/FISCAL

CTS present in-house T/O - 7

GS-07	1	\$ 6,664.
GS-05's	4	22,028.
GS-04's	2	9,872.
		<u>\$ 38,564</u>

(Note: Second step of each grade used.)

JPRS card typing of JPRS references \$ 800.

Printing cost of CTS (FOUO) 15,000.
\$ 64,364.

CTS Proposed Alternative Plan T/O - 4

GS-07	1	\$ 6,604.
GS-05's	2	11,014.
GS-04	1	4,936.
		<u>\$ 22,554</u>

JPRS card typing of JPRS references 800.
\$ 23,354

Printing cost of CTS (FOUO) Nil

Savings: 3 personnel slots; ~~\$40,210.~~
\$ 41,010

TAB A-2

The actual T/O commitment to the current TT operation appears rather vague. Therefore, I have used the CFSTI proposed T/O for the suggested joint operation.

To be committed by CFSTI:

GS-12	1	\$ 11,306.
GS-07	2	13,328.
GS-05	2	11,014.
GS-04	2	9,872.
		<u>\$ 45,520.</u>

Cost of printing TT	<u>15,000.</u>
	<u>\$ 60,520</u>

T/O suggested for CFSTI preparation and editing of TT under the alternative plan:

GS-07	1	\$ 6,664.
GS-05	2	11,014.
GS-04	1	4,936.
		<u>\$ 22,614.</u>

Cost of printing TT	<u>15,000.</u>
	<u>\$ 37,614.</u>

Savings to CFSTI 3 personnel slots; \$22,906.

TAB A-3

CIA COMMITMENT - CFSTI PROPOSAL

GS-12	1	\$ 11,306.
GS-05	1	5,507.
GS-04	1	4,936.
		\$ <u>21,749.</u>

Contract card typing		2,500.
		\$ <u>24,249.</u>

Classified CTS maintenance

(?) GS-05		\$ 5,507.
		<u>29,756.</u>

Savings: 3 personnel slots; \$34,608

CONFIDENTIAL

TAB B

OPERATING CONDITIONS

1. The CTS would index notification of all translations available as indicated by receipt of hard copy, listings, or other type of announcement as at present.

2. TT would forward to CTS one copy of all translations received, and all listings or announcements to CTS for cataloging, carding and indexing.

3. CTS would card and catalogue, according to the agreed upon system, and forward to TT against a dated semimonthly deadline, categorized packets of all cards to be shingled and published.

Cataloging or categorizing would be as follows:

- a. Social Sciences according to current CTS practice.
- b. S & T items according to COSATI disciplines, except for military and ordnance.
- c. Authors included in the issue, alphabetized.
- d. Copies of cover-to-cover Tables of Contents.

Note: Par. c, above, TT would be required to page-reference following shingling.

4. CTS would require return of cards following publication for use in Agency master file.

5. Where hard copy is submitted and includes "TT Number" CTS would apply same in carding.

6. CIA would require at no cost a reasonable number of copies of the TT semimonthly publication with the privilege of over-riding the normal run at cost.

[Notes: The current CTS distribution requirement of copies can, no doubt, be considerably reduced because we are merging a duplicative publication into one. For examples current CTS distribution:

TAB B-2

DIA	145
DCS	169
State	16
Interior	20
Commerce	20
AEC	55
British DS	27
Canadian JS	17

Where such recipients are also subscribing to TT, distribution on CIA's part should be unnecessary.]

7. CIA/CTS would offer reference service by phone and by mail to such requesters referred to it by CFSTI. Priority on all replies would be accorded the USIB agencies and other government organizations in that order. CFSTI, however, will not refer persons requesting access to the CTS files for personal search or investigation.

8. CFSTI would include in the TT masthead a statement to the effect that publication was through cooperation of the CIA/CTS index; publication of the CIA/CTS duplicative monthly listing being discontinued in the interest of economy.

TAB C

WORK-FLOW

1. Items - hard copy/listings - carded by CTS (5 copies).
2. Requirements and translation inquiries that prove negative would be carded (in process).
3. Hard copies from CFSTI are recorded with TT numbers. JPRS copies recorded by JPRS with TT numbers.
4. Cards: 1 original for categorized file for shingling
2 copies for author index file
1 copy for source index file
1 copy for publication author index.
5. The first card is filed by area/category or, for S & T items, by COSATI discipline for packaging by category and dispatch to CFSTI for shingling and publication.

Similarly, the fifth card will be filed alphabetically by author for packaging and dispatch to CFSTI for preparation of the TT issue's author index.
- CTS will also provide semimonthly reproducible copies of all current cover-to-cover Tables of Contents for inclusion in the current TT.
6. At the semimonthly deadline, CTS would transmit the orderly, categorized accumulation of cards and T of C copies by courier to CFSTI.
7. CFSTI will shingle and otherwise prepare, according to agreed upon format and will effect expeditions publication and dissemination.
8. After publication, CFSTI will return shingled cards to CTS for further Agency use.
9. Copies of the semimonthly TT publication will be transmitted to CIA without delay.